

# National Incident Management System (NIMS) Implementation Plan

**July 2006**

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## Record of Changes

[illegible]

Recommended changes to this document should be addressed to the  
DHS NIMS Integration Center.

# Fairfax County National Incident Management (NIMS) System Implementation Plan

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## ANNEXES

These annexes contain resources to assist in the development of this plan and are not intended for inclusion in the Department’s final plan.

Annex A – Relationship between the NRP and the NIMS .....	A-1
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## APPENDIX

Appendix A - [Office of the Governor Executive Order 102 \(2005\)](#); *Adoption of the National Incident Management System and Use of the National Preparedness Goal for Preventing, Responding to and Recovering from Crisis Events in the Commonwealth.*

Appendix B - [County Executive Memorandum dated November 23, 2005](#); *Emergency Management RE: “Fairfax County: the State of Emergency Planning and Preparedness.”*

Appendix C - [Fairfax County NIMS Resolution](#)

Appendix D- [Emergency Management Coordinating Committee Charter](#) (EMCC)

**Fairfax County Office of Emergency Management  
National Incident Management System (NIMS) Implementation Plan**

**FOREWORD**


In Homeland Security Presidential Directive (HSPD) -5, *Management of Domestic Incidents*, the President directed the Secretary of Homeland Security to develop, submit for review to the Homeland Security Council, and administer a National Incident Management System (NIMS). This system will provide a consistent nationwide approach for Federal, State, local, and tribal governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

The NIMS enhances the management of domestic incidents by establishing a single, comprehensive system for incident management and will help achieve greater cooperation among Departments and agencies at all levels of government. Aside from the requirements of the HSPD, this Department possesses significant responsibility as a signatory to the National Response Plan (NRP). Implementing the NIMS strengthens each Department's capability and resolve to fulfill its responsibilities to the American people in times of emergency.

The following NIMS Implementation Plan will help ensure the County has fully incorporated the NIMS into our emergency response plans, procedures, and policies. This plan also provides guidance for all agencies to ensure that all personnel are appropriately trained in the NIMS.

The Fairfax County Office of Emergency Management (OEM) will serve as the lead County agency for NIMS planning, training, and exercises. The NIMS Implementation Plan is part of the County's Comprehensive "All Hazards" Emergency Operation Plan (EOP). OEM will coordinate with County agencies and partner agencies to ensure compliance with applicable federal, state, and county laws and guidelines.

Approved:

 8/03/06  
\_\_\_\_\_  
Anthony H. Griffin, County Executive

## **SECTION I: GENERAL**

### **I-1. Purpose**

This document establishes the NIMS Implementation Plan for Fairfax County in order to ensure compliance with HSPD-5, *Management of Domestic Incidents*. HSPD-5 requires all Federal, State, local agencies, and tribes to adopt the NIMS and use it in their individual domestic incident management and emergency prevention, preparedness, response, recovery, and mitigation activities. This plan also illustrates the intended methods of incorporation of the NIMS into the County's plans, procedures, policies, and training programs.

### **I-2. Authorities**

- a. [Office of the Governor Executive Order 102 \(2005\)](#); *Adoption of the National Incident Management System and Use of the National Preparedness Goal for Preventing, Responding to and Recovering from Crisis Events in the Commonwealth.*
- b. [County Executive Memorandum dated November 23, 2005](#); *Emergency Management* RE: "Fairfax County: the State of Emergency Planning and Preparedness."
- c. [Fairfax County NIMS Resolution](#).

### **I-3. References**

- a. [Homeland Security Act of 2002](#).
- b. [HSPD-5, Management of Domestic Incidents](#).
- c. [HSPD-8, National Preparedness](#).
- d. [DHS, National Incident Management System, March 1, 2004](#).

### **I-4. Definitions**

Relevant definitions, key terms, and acronyms are provided in Section IX and X.

### **I-5. Scope**

- a. This document outlines how Fairfax County plans to implement the NIMS.
- b. The provisions of this document apply to all agency plans, procedures, policies, and training programs fulfilling Emergency Support Functions under the [National Response Plan \(NRP\)](#).
- c. The provisions of this document apply to all Fairfax County agencies.

## **I-6. Responsibilities**

- a. The Office of the County Executive is utilizing a decentralized approach to managing emergency events that occur in Fairfax County. The county executive has delegated emergency roles and responsibilities to 26 County agencies and their allied partners. The Office of Emergency Management will meet with agency heads and their senior staff to coordinate planning, training, exercises, and preparedness efforts. The result of this review is to be reported back to the county executive as required.
- b. Agency Directors are responsible to ensure that the following emergency planning and preparedness activities are in place:
  - 1. Designate a Point of Contact (POC) to be the liaison with the OEM staff. See Figure I-2 for a complete listing of Agency Points of Contact.
  - 2. Review agency emergency plans/procedures and preparedness efforts to confirm that they are fully compliant with the EOP.
  - 3. Agency POC's and/ or senior decision makers for each agency shall continue to participate in monthly EMCC meetings.
  - 4. Verify that all agency personnel with assigned emergency duties and responsibilities are registered on the County's Emergency Alert Network (EAN) and that they possess and carry those devices necessary for emergency notification.
  - 5. Assign members of the respective agencies to attend NIMS training. This training is directed at agency members who have assigned emergency duties and responsibilities.
  - 6. Ensure that personnel that may be assigned to the AEOC and other departmental operating centers are trained and fully proficient with current software programs.
  - 7. In conjunction with the UASI Training & Exercise Manager, ensure that members of each agency participate in emergency training and exercises.
  - 8. Begin development of Continuity of Operations Plan (COOP) that should contain information on alternate work sites, restoration of County services, back-up of critical information, line-of-succession, etc.
- c. Personnel with authority over emergency response programs:
  - 1. Office of Emergency Management Coordinator: Responsible for the oversight of all activities associated with mitigation, planning, preparedness, emergency response, and recovery efforts.
  - 2. Deputy Coordinator, Office of Emergency Management: Serves as the Chief Emergency Planner and Preparedness Manager for OEM. In addition, he/ she shall oversee NIMS Compliance, MMRS Regional Planning, and Regional Mitigation Planning Efforts.



3. NIMS Program Manager: working with the NIMS Compliance Planning Team, shall draft the County NIMS Implementation Plan, and shall manage the countywide implementation effort to ensure compliance, chair the NIMS Compliance Planning Team, lead the First Responder Authentication Card (FRAC) Project for the County, and assist in development of resource typing and management using the WebEOC software now available in the NCR. Will also assist in training as necessary.
  4. UASI Training & Exercise Manager: schedules and manages NIMS training, uses NIMCAST to identify training requirements, provides training schedules and information to county agency representatives and NIMS Planning Team members, work with public safety and first responder agencies to ensure NIMS training is incorporated into all aspects of training for their agencies, provides support and participates as a member of the NCR Exercise Training and Oversight Panel (ETOP)
  5. Emergency Planner for OEM: works with allied agencies to develop and revise existing emergency plans, COOP's, and to assess special needs for citizens. This person will also be the liaison with agencies for the contractor that will begin to revise the County EOP on or around July 1, 2006.
- d. Final approval of this document will come from the Emergency Management Coordinating Committee (EMCC). Membership of this committee includes Fairfax County's Director of Emergency Management, Deputy Coordinator of Emergency Management and representatives from more than 25 agencies. The EMCC was chartered in 2001 with its scope including not only emergency management issues but also issues related to managing disasters and assuring continuity of government operations.

<b>Position Title</b>	<b>Point of Contact</b>	<b>Office Telephone</b>	<b>Responsibilities to Ensure Full Adoption of the NIMS</b>
Emergency Management Coordinator	C. Douglas Bass	703-324-2305	Oversight of compliance and implementation efforts
Deputy Coordinator Emergency Management	John J. Brown	703-324-2322	Oversight of Emergency Planning and NIMS Compliance
NIMS Compliance Officer	Mark A. Rohr	703-324-2383	Chair of NIMS Compliance Planning Team, manage implementation
UASI Training & Exercise Manager	Joe Knerr	703-324-2367	Schedule and manage NIMS training
Emergency Planner	Elizabeth McKinney	703-324-3273	EOP revisions and COOP development
Compliance Officer	TBD	TBD	Monitor training and compliance efforts at the agency level
Watch Officer	Duty Watch Officer	703-324-7777	24/7 monitoring of all activities at the local, state, and national levels
WebEOC Contractor	Bruce Whitney	703-324-2339	WebEOC Training and program development
Assistant Coordinator	Roy Shrout	703-324-2345	WebEOC/ Resource Typing
Assistant Coordinator	Gerald Jaskulski	703-324-2346	NCR/ Mass Notification Program

**Figure I-1. Identification of Key Personnel**

Organization	Point of Contact (POC)	Alternate POC
American Red Cross	Chris Darlington	Steve O'Brien
Animal Control	Sharon Smith	Mike Fish
Dept of Cable Communications & Consumer Protection	Gary Quinn	
Dept of Community & Recreation Services	Evan Braff	
Dept of Family Services	John Ruthinoski	Liz Henrey
Dept of Finance	John Higgins	Amin Aziz Robert Mears
Dept of Admin. for Human Services	Jaleh Moslehi	
Dept of Information Technology	Wanda Gibson	Mary Paxton
Dept of Management & Budget	Brian Heffern	
Dept of Planning & Zoning	Michael Congleton	Jim Zook
Dept of Public Safety Communications	Lindsey Sohre	Denise Torelli
Dept of Public Works & Environmental Services	Howard Guba	James Patteson Randy Bartlett
Dept of Purchasing & Supply Management	Joe Brozena	David Dise
Dept of Tax Administration	Randy Bruce	
Dept of Transportation	Al Hillman	Rollo Axton Kathy Ichter
Dept of Vehicle Services	Bob Schroeder	
Facilities Management	Cheryl McLean	Mike Harkness Robert Pumphrey
Fairfax County Park Authority	Michael Kane	
Fairfax County Public Schools	Fred Ellis	Gary Ball
Fairfax County Water Authority	George Hoke	
Fairfax-Falls Church Community Services Board	Jaleh Moslehi	
Fire & Rescue Dept	Daryl Louder	
Health Dept	Steve Church	
Office of Emergency Management	Gerald Jaskulski	
Office of Public Affairs	Jim Person	
Office of the County Attorney	Marilyn McHugh	Peter Andreoli
Office of the Sheriff	Brian Johnston	
Police Department	Sharon Smith	Mike Fish
Volunteer Fairfax	Jeanne Sanders	
Office of Risk Management	Terri Flynn	
Dept. of Systems Mgmt. for HS	Jaleh Moslehi	Ken Disselkoen
Planning Commission	Henri Stein-McCartney	

Figure I-2. Identification of Agency Points of Contact

## SECTION II: CONCEPT OF IMPLEMENTATION

The following concept of execution is recommended as a viable approach to NIMS implementation that will have minimal disruption on existing systems and processes.

### II-1. The Phases of NIMS Adoption

NIMS adoption will include six phases. In a memorandum to Department/ Agency Heads, dated July 6, 2004, the County Executive endorsed NIMS in accordance with HSPD-5. Formal adoption of NIMS occurred by Board Resolution on November 21, 2005. Currently, the six phases of implementation are underway and in many cases do overlap. See Figure II-1 for an anticipated timeline for agencies to comply with Implementation Plan.

**Phase One** is formal adoption of NIMS and adoption of NIMS principles and policies. The County Board of Supervisors adopted the National Incident Management System by Resolution on November 21, 2005.

**Phase Two** consists of staff training (See Section III), which will include completion of FEMA's Emergency Management Institute courses on the NIMS, IS-700, ICS-100, and ICS-200. In addition to that training, supervisory personnel will also be required to complete IS-800. More training for supervisory level personnel is forthcoming in 2007. All supervisors with responsibility over operational assets will be accountable for ensuring that all employees are fully trained in the NIMS.

**Phase Three** will include the establishment of a NIMS baseline by using the NIMS Capability Assessment Support Tool (NIMCAST). All agencies, including OEM, are currently using NIMCAST to establish their individual agency baselines. Completion of this survey is expected to be on or around June 8, 2006. The results of this survey will be sent to the NIMS Compliance Officer for review. A second, final assessment will be completed by all agencies and forwarded to VDEM officials via the NIMS Compliance Officer. The final assessment will be sent to VDEM officials no later than August 30, 2006.

**Phase Four** will involve NIMS compliance documentation (See Section V). All agencies and affected personnel have been directed to maintain their own records regarding training and other compliance related issues. Non-public safety agencies currently use The Pathlore Learning System as their training database. Public safety agencies (Police, Fire, and Sheriff) use independent methods to track training in their agencies. Other compliance documentation should include changes made to existing plans, procedures, and policies to make them NIMS compliant, as well as development, execution, and after-action documentation for any training that occurs to validate the integration of NIMS into various agencies.

**Phase Five** calls for the evaluation and modification of existing plans, policies, and procedures to identify aspects in need of augmentation for NIMS compliance. In particular, Emergency Operations Plans (EOP's) and Continuity of Operations Plans (COOP) must be evaluated for NIMS incorporation. A formal review of the County EOP will begin on July 1, 2006 with expected completion being the end of the calendar year. County departments must also integrate resource typing and the certification and credentialing of both equipment and personnel into

departmental plans, procedures, and policies (refer to Section VIII: Resource Management). More information on [credentialing and resource typing](http://www.fema.gov/emergency/nims/mutual_aid.shtm) can be found at [www.fema.gov/emergency/nims/mutual\\_aid.shtm](http://www.fema.gov/emergency/nims/mutual_aid.shtm).

**Phase Six** will verify achievement of the NIMS Integration Center's standards, including certification and credentialing of employees (further guidance on both forthcoming) as well as conducting exercises to demonstrate compliance with the standards of the NIMS Integration Center.

## **II-2. NIMS Adoption Timetables**

The list below summarizes NIMS implementation phase information. The number of months listed below indicates approximately how long it will take for agencies to complete each phase. The timetables shown begin in November 2005 and continue to the end of CY06, which is when County EOP revision is expected to be completed.

### **Phase I – Formal NIMS Adoption of NIMS and all NIMS Principles.....completed**

- a. Board Resolution on November 21, 2005

### **Phase II- Initial Staff Training..... 9 months**

- a. ICS-100 – Introduction to Incident Command System
- b. ICS-200 – Basic Incident Command System
- c. IS-700 – National Incident Management System: An Introduction
- d. IS-800 – National Response Plan: An Introduction
- d. Other relevant courses as determined by supervisors
- e. Internal training/tabletop exercises

### **Phase III – NIMCAST baseline (All agencies).....1.5 months**

- a. NIMCAST final report (All Agencies).....4 months

### **Phase IV- NIMS Compliance Documentation.....in progress**

- a. Pathlore Learning System or suitable alternate for county and allied agencies.

### **Phase V- Identification and Modification of Plans, Procedures, and Policies .....6 months**

- a. Emergency response plans, including those that fulfill Emergency Support Functions under the NRP and internal response plans, such as COOP Plans and EOP's, must be modified to adopt NIMS principles and language.
- b. Develop/Enhance/modify training programs to institutionalize NIMS.
- c. Process includes modification, testing, refinement, and implementation
- d. County departments must also integrate resource typing and the certification and credentialing of both equipment and personnel into departmental plans, procedures, and policies (refer to Section VIII: Resource Management).

**Phase VI- Achievement of the NIMS Integration Center's Standards.....ongoing**  
including certification and credentialing of employees (further guidance on both  
forthcoming) as well as conducting exercises to demonstrate compliance with the standards  
of the NIMS Integration Center (See Section VIII).....**3 months**

Following this schedule will ensure the Department meets the  
September 2006 deadline for NIMS adoption.

	Nov 2005	Dec 2005	Jan 2006	Feb 2006	Mar 2006	Apr 2006	May 2006	Jun 2006	Jul 2006	Aug 2006	Sep 2006	Oct 2006	Nov 2006	Dec 2006	Jan 2007
Phase I															
Phase II															
Phase III															
Phase IV															
Phase V															
Phase VI															

**Figure II-1. Expected NIMS Implementation Timeline**

## SECTION III: STAFF TRAINING

### III-1. Identification of Staff Training Components

The Department is encouraged to use the following tables to identify the training employees will receive relevant to NIMS implementation. The listed courses are recommended. The first table reflects the training requirements for all Departmental employees and the second reflects the training requirements for employees with additional emergency response duties.

The following table illustrates the training **ALL** employees with emergency response duties, those that are subject to work at the AEOC or at a DOC, or those that will be reassigned from their current work location to one of the previously mentioned situations will receive relevant to NIMS implementation, including internal/regional training, such as tabletop exercises. Additionally, support personnel from any county agency, authority, or department that would be deployed during or following a significant emergency event or in support of the County or an individual agency continuity of operations plan (COOP) should have the training listed in Figure III-1.

Training Course/Internal Training	Expected Completion Date
IS-700 National Incident Management System	Sept. 30, 2006
ICS-100	Sept. 30, 2006
ICS-200	Sept. 30, 2006

**Figure III-1. Training Requirements for All Employees with emergency response related duties**



Figure III-2 illustrates the training all employees with duties that directly or indirectly involve or support all-hazard **incident management** will receive relevant to NIMS implementation, including internal/regional training, such as tabletop exercises. This includes County Department heads and their designees that may have a role in the County Emergency Operations Plan (EOP), all members of the Emergency Management Coordination Committee (EMCC) and their alternates, or any personnel that may be assigned to duties in the Emergency Operations Center (EOC) or a Department Operating Center (DOC)

Training Course/Internal Training	Expected Completion Date
IS-700	Sept. 30, 2006
ICS-100	Sept.30, 2006
ICS-200	Sept.30, 2006
IS-800	Sept.30, 2006
ICS-300	2007
ICS-400	2007

**Figure III-2. Training Requirements for Employees with Emergency Response Duties and Supervisory Roles**

### III-2. Incorporation of NIMS into Current Training Programs

Individual departments, agencies, or authorities may prefer to include training programs for all regional entities, field components, and geographically dispersed response teams in one table.

In addition to new training courses, workshops, and exercises that should be conducted to facilitate NIMS adoption, current training programs will be enhanced/modified to permanently incorporate the NIMS and ensure continued NIMS education. The following table lists current training programs and the methods by which NIMS will be integrated into the regimen. See Annex B, B-2 Sample Strategies for examples.

Current Training Program	Strategy for NIMS Incorporation	Completion Date

**Figure III-3. Current Training Programs**

While the NIMS Integration Center is only requesting a list of regional components and a timeline for the adoption of NIMS into their training, the County is encouraged to request, collect, and verify each entity's strategy for NIMS adoption.

The following table illustrates the various regional components of the Department and the expected completion date for integrating NIMS into their training programs.

Other Local Agencies	Expected Completion Date for Incorporation of NIMS into Training Programs
American Red Cross	Ongoing
Herndon Police	Compliant
Vienna Police	Ongoing
Other Allied Agencies TBD	TBD

**Figure III-4. Other Local Agencies**

## **SECTION IV: NIMS BASELINE**

### **NIMCAST**

NIMCAST is a web-based self-assessment tool designed to aid State and local jurisdictions in determining present capabilities and compliance against Federal DHS-established NIMS requirements. Agencies required to comply with NIMS standards will utilize the NIMS Capability Assessment Support Tool (NIMCAST) to establish departmental baselines. Table II-1 identifies departmental requirements and timeframes for completion.

Phase Three consists of the establishment of a NIMS baseline. All County agencies that fall under the NIMS umbrella will complete a NIMCAST Assessment. This will assist those agencies in developing a baseline to determine the current status of their respective department's incident preparedness against the requirements outlined in NIMS. Baselines will assist departments in determining additional actions and resources necessary to effectively implement NIMS.

## **SECTION V: NIMS COMPLIANCE DOCUMENTATION**

NIMS compliance documentation will be handled at the agency level. All agencies with access to The Pathlore Learning System should be using that system for enrolling in NIMS related courses being offered by the county as well as a tracking and documentation tool for training records. Personnel should contact their individual agency training coordinator for assistance with this important documentation tool. County agencies not having access to Pathlore should have a central point for NIMS training documentation. All affected employees are strongly encouraged to maintain personal records as well.

For non-training related compliance activities, it is recommended that agency Points of Contact (POC's) assure that all NIMS related activities are well-documented for future review. Specifically, documentation should capture all existing plans, policies, and procedures as they exist today and modifications made to them to assure compliance. Additionally, any training conducted should be well-documented from exercise conception through after-action. This should include deficiencies found and how those items were corrected in your agency plan.

## **SECTION VI: IDENTIFICATION AND MODIFICATION OF PLANS, PROCEDURES, AND POLICIES**

The following chart identifies plans, procedures, and policies for each agency that require enhancement/modification to reflect full adoption of the NIMS. The chart is to be used as a template and does not have to be returned to the NIMS Compliance Officer for inclusion in this document. It is recognized that the public safety agencies will have more plans, procedures, and policies than other County agencies. This chart also documents when the above-listed plans, procedures, and policies will reflect full NIMS adoption. (Please see the example Schedule provided in **Annex B**.) Additional Guidance can also be found at <http://www.fema.gov/emergency/nims/index.shtm>, under FAQ's, question #17 regarding NIMS Compliance for EOP's.

**Figure VI-1. Identification of Plans, Procedures, and Policies & Modification Schedule**

**FOR OFFICIAL USE ONLY**

Each Agency/ Department is encouraged to use the following checklist to track its progress of enhancing its EOP's to reflect full NIMS adoption. A different checklist should be used for each EOP.

The following checklist was adopted directly from the NIMS (NIMS, Chapter III, Section B-2-a-1, page 35) and illustrates the status of NIMS incorporation into the Department's EOP's.

EOP Title	Checklist	Adoption Date
Defines the scope of preparedness and incident management activities necessary for the jurisdiction.	<input type="checkbox"/>	
Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support.	<input type="checkbox"/>	
Facilitates response and short-term recovery activities.	<input type="checkbox"/>	
Is flexible enough to use in all emergencies.	<input type="checkbox"/>	
Describes the EOP purpose.	<input type="checkbox"/>	
Describes the EOP situation and assumptions.	<input type="checkbox"/>	
Describes the EOP concept of operations.	<input type="checkbox"/>	
Describes the EOP organization and assignment of responsibilities.	<input type="checkbox"/>	
Describes the administration and logistics of the EOP.	<input type="checkbox"/>	
Describes EOP development and maintenance.	<input type="checkbox"/>	
Describes the EOP authorities and references.	<input type="checkbox"/>	
Contains functional annexes.	<input type="checkbox"/>	
Contains hazard-specific appendices.	<input type="checkbox"/>	
Contains a glossary.	<input type="checkbox"/>	
Pre-designates jurisdictional and/or functional area representatives to the Incident Commander (IC) or Unified Command (UC) whenever possible.	<input type="checkbox"/>	
Includes pre-incident and post-incident public awareness, education, and communications plans and protocols.	<input type="checkbox"/>	

**Figure VI-2. Checklist for a NIMS-Compliant EOP**

## SECTION VII: RESOURCE MANAGEMENT

### Resource Management

The NIMS emphasizes the importance of maintaining accurate and up-to-date information on resource management and use as a critical component of domestic incident management. The National Capitol Region (NCR), with Fairfax Co. OEM as the lead agency on the project, will soon be testing the resource management component of the WebEOC Software package to determine its suitability for use in the NCR. Refer to FEMA's National Mutual Aid and Resource Management Initiative for the basis to type, inventory, order and track Federal, State, and local assets to support equipment and personnel compatibility required for mutual aid agreements. Resource typing definitions for 120 of the most commonly requested response resources are available at:

[www.fema.gov/emergency/nims/mutual\\_aid.shtm](http://www.fema.gov/emergency/nims/mutual_aid.shtm).

Federal Departments and agencies should develop and/or update their resource inventories in accordance with the typed definitions. For resources that have not yet been typed, resources should be defined by capacity and capability in accordance with the established resource typing methodology. Up-to-date inventories of response assets are critical to an effective NIMS.

The following chart indicates the strategy and timeframe for developing or updating a comprehensive inventory of response resources.

Agency Name	Strategy for Resource Inventory Development	Timeline for Completion
Pending	Pending	TBD

**Figure VII-1. Strategy and Schedule for Developing an Inventory of Resources**

## **SECTION VIII: VERIFICATION OF NIMS INTEGRATION CENTER STANDARDS ACHIEVEMENT**

Phase Six consists of the verification of the County of Fairfax support and achievement of the NIMS Integration Center (NIC) Standards. Federal DHS has tasked The NIC with validating national compliance with NIMS and NRP responsibilities, standards, and requirements. At present, States will be self-certifying. OEM will update this Section to reflect further guidance from Federal DHS or VDEM regarding NIC standard compliance validation. Until The NIC or VDEM releases further guidance on validation, the County will continue to conduct exercises to verify achievement of NIC standards. The NCR has conducted several Operational Area and region-wide exercises during the past year to demonstrate NIC standards compliance and will continue to do so through FFY 2006. The County and NCR designs and implements all exercises according to Federal DHS-developed methodology and guidance of the Homeland Security Exercise and Evaluation Program (HSEEP).



## SECTION IX: GLOSSARY OF KEY TERMS

A more comprehensive listing of non-Fairfax County key terms can be found by clicking on the [NIMS Document](#) or [NRP Document](#).

### **Fairfax County Specific Key Terms are listed below:**

**Assessment-** The evaluation and interpretation of measurements and other information to provide a basis for decision making.

**Emergency-** Absent a Presidentially-declared emergency, any natural or man-made disaster that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property, public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Operations Center-** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility. EOC's may be organized by functional disciplines (fire, law enforcement, public health, and public works) or according to ICS protocols (Operations, Planning, Logistics, and Finance and Administration).

**Emergency Operations Plan-** The plan maintained for responding to a wide variety of potential hazards.

**Incident-** An occurrence or event, natural or human caused that requires an emergency response to protect the life or property. Incidents can, for example, include major disasters, emergencies, terrorist threats, wild land or urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Mutual-Aid Agreement-** Written agreement between agencies and/or jurisdictions that they will assist on another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**National-** Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and policy.

**National Incident Management System-** A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local, and tribal governments; the private-sector, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among state, local, and tribal capabilities, the NIMS includes a core set of concepts, principals, and terminology. HSPD-5 identifies these as

ICS; multi-agency coordination systems, training, identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Plan-** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

**Non-governmental Organization-** An entity with an association based on interests of its members, individuals, or institutions and not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGO's include faith-based charity organizations and the American Red Cross.

**Preparedness-** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and non-governmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training, and exercises, personnel qualification and certification, equipment certification, and publication management.

**Prevention-** Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector-** Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

**Processes-** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources ordering and tracking, and coordination.

**Qualification and Certification-** This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**Recovery-** The development, coordination, and execution of service-and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration;

long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan-** A plan developed by State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources-** Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at the EOC.

**Resource Management-** Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special state, local, and tribal teams; and resource mobilization protocols.

**Response-** Activities that address the short-term, direct effects of an incident. Response includes immediate action to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations to determine the full nature and source of the threat; public health and agriculture surveillance and testing processes; immunizations, isolations, and quarantine; and, as appropriate, specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity and apprehending actual perpetrators and bringing them to justice.

**Standard Operating Procedure-** Detailed, written instructions to achieve uniformity in the performance of a specific function.

**State-** When capitalized refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub L. 107-296, 116 Stat. 2135 (2002).

**Supporting Technologies-** Any technology that is used to support NIMS is included in this subsystem. These technologies include photo mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**Tribal-** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 stat. 688) [42 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special program and services provided by the United States to Indians because of their status as Indians.

**Type-** A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than types 2, 3, 3 or 4 respectively, because of size; capacity; in the case of incident management teams, experience and qualifications.

**Urban Area Security Initiative -** Is designed to set a strategic direction for the enhancement of regional response capability and capacity. UASI's mission is to reduce area vulnerability and prevent terrorism and/or weapons of mass destruction (WMD) incidents. Through Federal grant funding, UASI is tasked to reduce area vulnerability by strengthening the cycle of response and by ensuring that potential targets are identified, assessed and protected.

**Unified Command-** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan (AIP).

**WebEOC-** A software package that is specifically designed for incident management, incident generated records management, and resource tracking. This software is currently in use in many localities throughout the country.

## SECTION X: ACRONYM LIST

A more comprehensive listing of non-Fairfax County acronyms can be found by clicking on the [NIMS Document](#) or [NRP Document](#) .

### **Fairfax County Specific Acronyms are listed below:**

AEOC-	Alternate Emergency Operations Center
COOP-	Continuity of Operations Plan
DHS-	Department of Homeland Security
DOC-	Department Operating Center
EAN-	Emergency Alert Network
EMCC-	Emergency Management Coordinating Committee
EOC-	Emergency Operations Center
EOP-	Emergency Operations Plan
ESF-	Emergency Support Function
FEMA-	Federal Emergency Management Agency
HSEEP-	Homeland Security Exercise and Evaluation Program
HSPD-	Homeland Security Presidential Directive
NCR-	National Capital Region
NIC-	NIMS Integration Center
NIMS-	National Incident Management System
NIMCAST-	National Incident Management Capability Assessment Support Tool
NRP-	National Response Plan
OEM-	Office of Emergency Management
Pathlore-	The Pathlore Learning System

POC-	Point of Contact
SOP-	Standard Operating Procedure
UASI-	Urban Area Security Initiative

## ANNEX A

### Relationship between the National Response Plan (NRP) and the National Incident Management System (NIMS)

#### A-1. Background

The NRP details its reliance on NIMS operating principles and protocols in applying Federal support to incidents of national significance. Together, the NRP and the NIMS integrate the resources of jurisdictions, incident management and emergency response disciplines, non-governmental organizations, and the private-sector into a seamless national framework for domestic incident response.

The NIMS establishes a uniform system for incident management. The NRP serves as the core operational plan for national incident management, establishing national-level coordinating structures, processes, and protocols that must be incorporated into existing Federal interagency incident plans.

#### A-2. General Comparison

The following chart outlines the core elements of the NIMS and the NRP.

NIMS	NRP
<b>Purpose</b>	
Nationwide approach to domestic incident management; applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. It is not an operational incident management or resource allocation plan.	Core operational plan for national incident management. Establishes national-level coordinating structures, mechanisms for national-level policy and operational coordination for domestic incident management that must be incorporated into existing Federal interagency incident plans.
<b>Components</b>	
Command and Management, Preparedness, Resource Management, Communications/ Information Management, Supporting Technologies, Ongoing Management and Maintenance.	Base Plan – including Planning considerations, Roles and Responsibilities, Concept of Operations, Incident Management Actions, Plan Management and Maintenance, Emergency Support Functions Annexes, Support Annexes, Incident Annexes.
<b>Applicability</b>	
The NIMS is applicable across all levels of government and emergency disciplines, and nongovernmental and private-sector organizations. HSPD-5 requires all Federal agencies to adopt the NIMS. Adoption of NIMS by State and local organizations is a condition of Federal preparedness assistance.	The NRP is applicable to all Federal Departments and agencies that may be requested to provide assistance in actual or potential incidents of national significance that require a coordinated and effective response by an appropriate combination of Federal, State, local, tribal, private-sector, and nongovernmental entities.

NIMS	NRP
<b>Command and Coordination Structure</b>	
<ul style="list-style-type: none"> <li>• CP's on-scene using the Incident Command System</li> <li>• (ICS)/Unified Command</li> <li>• Area Command (if needed)</li> <li>• State, local, tribal, and private-sector EOC's</li> </ul>	<ul style="list-style-type: none"> <li>• ICP's on-scene using the Incident Command System (ICS)/Unified Command;</li> <li>• Area Command (if needed);</li> <li>• State, local, tribal, and private-sector EOC's;</li> <li>• JFO, which is responsible for coordinating Federal assistance and supporting incident management activities locally;</li> <li>• NRCC, RRCC, and HSOC, which serve as regional and national-level multi-agency situational awareness and operational coordination centers;</li> <li>• IIMG, which serves as the national headquarters-level multi-agency coordination entity for domestic incident management; and</li> <li>• HSC and other White House organizations, which serve as the national-level multi-agency coordination entities to advise and assist the President on homeland security and other policy issues.</li> </ul> <p>The organizational structure addresses site-specific incident management activities and the broader regional or national issues related to the incident, such as impacts on the rest of the country, immediate regional or national actions required to avert or prepare for potential subsequent events, and the management of multiple threats or incidents.</p>
<b>Requirements</b>	
Establishes the Incident Command structure and protocols for incident management.	<p>Incident management and emergency response plans must include:</p> <ul style="list-style-type: none"> <li>• Principles and terminology of the NIMS</li> <li>• Reporting requirements of the NRP</li> <li>• Linkages to key NRP organizational elements (such as the IIMG, NRCC, RRCC, JFO, etc.)</li> <li>• Procedures for transitioning from localized incidents to incidents of national significance</li> </ul>

**Figure A-1. General Comparison of the NIMS and the NRP**



## ANNEX B

### Sample Strategies for NIMS Implementation

#### B-1. Purpose

Throughout the NIMS Implementation Plan template, there are several tables requesting the Department's "Strategy for NIMS Implementation" of a particular component of the NIMS. This annex provides examples of NIMS implementation strategies.

#### B-2. Sample Strategies

##### Section III-2. Incorporation of NIMS into Current Training Programs

Current Training Program	Strategy for NIMS Incorporation	Completion Date
Emergency Response Team Training	<ul style="list-style-type: none"> <li>• Incorporate NIMS terminology into training materials.</li> <li>• Deliver NIMS training to the ERT.</li> <li>• Exercise ERT to test enhanced, NIMS-compliant procedures.</li> <li>• Make necessary adjustments.</li> </ul>	TBD
Continuity of Operations (COOP) Team Training	<ul style="list-style-type: none"> <li>• Update COOP materials to reflect NIMS terminology and structure.</li> <li>• Establish necessary personnel/procedures to reflect the ICS structure.</li> <li>• Train COOP Team on changes.</li> <li>• Exercise COOP to test viability of changes.</li> <li>• Make adjustments as necessary.</li> </ul>	TBD

**Figure B-1. Current Training Programs**

##### Section IV-2. Modification Schedule

Agency Name	Plan, Policy, or Procedure	Strategy for NIMS Incorporation	Adoption Date
X	Continuity of Operations Plan (COOP)	<ul style="list-style-type: none"> <li>• Change terminology, as appropriate, to reflect NIMS terminology of key incident management components.</li> <li>• Ensure deployment procedures incorporate the ICS structure.</li> </ul>	TBD
	Emergency Response Team (ERT) Concept of Operations (CONOPS)	<ul style="list-style-type: none"> <li>• Change terminology, as appropriate, to reflect NIMS terminology of key incident management components.</li> <li>• Ensure deployment and operations procedures incorporate the ICS structure.</li> <li>• Ensure that deployable assets have been "typed" according to capability by the Emergency Support Functions Leadership Group (ESFLG), to establish common terminology with other Departments' representatives.</li> </ul>	TBD

**Figure B-2. Schedule for Modification of Existing Plans, Policies, and Procedures**

## **APPENDIX**

**Appendix A-** Office of the Governor Executive Order 102 (2005); Adoption of the National Incident Management System and Use of the National Preparedness Goal for Preventing, Responding to and recovering from Crisis Events in the Commonwealth.

**Appendix B-** County Executive Memorandum dated November 23, 2005; Emergency Management RE: “Fairfax County: the State of Emergency Planning and Preparedness”

**Appendix C-** Fairfax County NIMS Resolution

**Appendix D-** Emergency Management Coordinating Committee Charter